

YOUTH SERVICES POLICY

Title: Secure Care Facility Staffing Next Annual Review Date: 05/17/2013	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.14
	Page 1 of 3
References: ACA Standards 2-CO-1C-06 (Administration of Correctional Agencies) and 4-JCF-5C-04, 4-JCF-6C-10, 4-JCF-6D-10 (Performance-based Standards for Juvenile Correctional Facilities)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/18/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the process by which staffing requirements shall be assessed annually and during critical staffing shortages at each Youth Services (YS) secure care facility.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors, and Regional Managers. Facility Directors are responsible for managing human resources with efficiency and economy consistent with the provision of mandated services.

IV. DEFINITION:

Juvenile Justice Specialists (JJS) – Formerly referred to as custody staff, security staff, Youth Care Officer, and Youth Care Worker.

V. POLICY:

It is the Deputy Secretary's policy that model staffing patterns shall be in place in all YS secure care facilities to ensure youth have access to employees, programs and services at all times. In the event reduced staffing patterns result in a critical staffing shortage, the situation shall be addressed immediately following the guidelines established in this policy. At no time shall a Facility Director determine critical staffing reinforcement patterns without consulting the Deputy Assistant Secretary/Facilities.

VI. FACILITY STAFFING:

A. Staffing requirements shall be assessed annually by the Facility Director based on the following factors:

1. coverage of mandatory and non-mandatory posts,
 2. historical leave usage (annual, sick, and compensatory),
 3. absences due to holidays and regular days off,
 4. relief factor requirements (which include absenteeism for training),
 5. physical layout of housing and common areas,
 6. facility programming responsibilities, and
 7. legal requirements.
- B. Based on the annual assessment, the Facility Director shall consult with central office staff regarding changes to the facility's organizational chart, including increasing or decreasing staff.
- C. Any request for revision in model staffing patterns that would result in a change in the total number of authorized positions in custody, medical, social services, educational, vocational, recreation, library, food services, and religious programs and services staff must be submitted to the Deputy Assistant Secretary/Facilities for review, and shall require approval by the Deputy Secretary prior to implementation.

VII. PROCEDURES FOR CRITICAL STAFFING SHORTAGE:

- A. When reduced staffing patterns for Juvenile Justice Specialist (JJS) in a YS secure care facility reach 25 percent or above, the situation shall be considered critical and procedures for staffing reinforcement must occur as follows:
1. The Facility Director shall immediately contact the Deputy Assistant Secretary/Facilities and inform him of the situation.
 2. The Deputy Assistant Secretary/Facilities shall schedule a meeting to discuss the critical staffing situation with Central Office Executive Staff, to include the Deputy Secretary.
 3. A determination shall be made concerning the condensing of non-essential posts, and the utilization of employees from other YS secure care facilities, regional offices, and central office in order to temporarily reinforce staffing patterns, until staffing patterns increase and there is stabilization within the facility.
 4. A plan shall be developed to create a staffing rotation that shall include:
 - a) The number of employees needed;
 - b) The length of time employees are projected to be needed; and
 - c) The dates the employees will be needed.

5. A review of the causes of the critical situation shall be analyzed and a long term plan developed to assist in increasing and maintain staffing patterns in the future.
- B. Critical staffing shall remain in place until the Deputy Assistant Secretary/Facilities deems that safety and security has been established and JJS staffing is at or above 80 percent.

Previous Regulation/Policy Number: A.2.14
Previous Effective Date: 5/29/2009
Attachments/References: